



Minutes  
Waukesha County Board  
Executive Committee Meeting  
June 16, 2014

Chair Decker called the meeting to order at 8:32 a.m. and led the committee in the Pledge of Allegiance.

**Committee Members Present:** Paul L. Decker (Chair), James A. Heinrich, Gilbert W. Yerke, David D. Zimmermann, and Walter L. Kolb.

**Committee Members Absent:** David W. Swan and Peter M. Wolff.

**Others Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Administrative Specialist Karen Phillips, Accounting Services Manager Larry Dahl, Director of Administration Norm Cummings, Infrastructure Administrator Al Mundt, Information Technology Manager Mike Biagioli and Matt Masterson of *The Freeman*.

**Correspondence**

A list of correspondence was distributed.

Copies of Swan's report on the 2014 Summer Highway Conference and a handout on public and professional ethics were distributed for informational purposes at Swan's request.

**Approve Executive Committee Minutes of May 19, 2014**

Motion: Heinrich moved, Yerke second, to approve the minutes of May 19, 2014. Motion carried 5-0.

**Legislative Update**

Spaeth stated that legislative study committees will begin meeting next week, including a committee that will address drug and alcohol treatment court matters.

**Discuss and Consider Ordinance 169-O-029: Repeal And Recreate Subsections 7-91 (b) 3 and 4 of the Waukesha County Code of Ordinances to Increase the Dollar Threshold Regarding Noncash Donations that Must be Presented to the Waukesha County Board for Acceptance**

Motion: Kolb moved, Heinrich second, to approve Ordinance 169-O-029.

Cummings was present to discuss this ordinance which modifies the Waukesha County Code of Ordinances to increase the dollar threshold regarding noncash donations that must be presented to the County Board for acceptance. The dollar threshold would increase from \$2,000 to \$5,000.

Cummings explained the background and history of Section 7-91 of the code, which was adopted in 1993 to provide County staff guidelines for the acceptance of cash and non-cash donations. As this section of code has not been updated in over 20 years, the following revision is proposed:

- Increase the dollar threshold of the replacement value of non-cash donations from \$2,000 to \$5,000, if no special conditions exists.
- Each in-kind donation with a replacement value under \$5,000.00 as determined by the recipient department and not subject to special conditions can be accepted by the County without further action.

Zimmerman asked whether State statutes set a dollar threshold for donations. Cummings stated only for cash donations; statutes do not specify a threshold for non-cash donations.

Yerke suggested setting accounting guidelines relative to the acceptance of monetary contributions to the County from municipalities.

Motion carried 5-0.

**Presentation and Discussion: Waukesha County Historical Museum (WCHM) Report on Financial Viability and Comments on 2013 Financial Statements**

Cummings and Dahl were present to discuss the report findings following County review of 2013 financial statements, current financial information and internal control issues in regard to the WCHM. Dahl's report included background information, current financial position of the museum, summary of activities and cash flow summary (2010-2013), museum building issues, historical society plans, and an opinion on the future viability of the museum.

Cummings stated that the financial review revealed WCHM has sufficient funds to continue operations through 2014. It would be prudent to continue limiting payment of County grant funds to monthly installments of \$12,500 as long as the museum remains open throughout this year. Despite significant improvements made by the museum interim director and board with respect to internal controls, segregated reporting, etc., there are serious doubts that the museum could continue to operate without any County support in 2015; however, Cummings offered no recommendation at this time.

Decker asked if details regarding attendance and paid/non-paid attendance figures were reviewed. Dahl stated he did not examine attendance figures because that requirement expired in 2012 with the end of the County's contract with the museum.

Cummings reviewed background and history of the County's financial commitment to the WCHM over a ten year period (2002 – 2012). He stated the building now has a number of extensive maintenance issues that need to be addressed, including a million dollar roof renovation. He added that at this point there are no known plans for any major changes in museum operations for 2015.

Kolb stated that a drastic change needs to take place and offered suggestions for alternative plans. The WCHM board never raised enough private contributions to sustain it over the years. Perhaps there is a way to move the museum operations or negotiate with the City of Waukesha to combine it with the library. The existing building could be torn down or sold and be put to another use, i.e. an office complex, etc.

WCHM board member Yerke recognized past problematic issues, including the Les Paul exhibit coming in over budget, questionable decisions by the former executive director, and lack of oversight by the WCHM board. He reported that the board is working very hard to resolve issues. An accountant on the board provides monthly updates. Attendance numbers are stable. Cash flow is a concern, but there are fund raising plans. They are actively investigating a catering contract and are looking to make the venue available for corporate meetings and other events. Yerke stressed that the old courthouse building is the anchor to downtown Waukesha and its history is important to preserve.

Heinrich acknowledged the positive efforts being put forth by the WCHM board; however, the fact that an outside auditing firm opined that the WCHM is *not* a going concern should be given considerable credence. He commented that Dahl's opinion contained in the report was somewhat "soft" in comparison to the auditor's conclusion. Cummings admitted he edited Dahl's wording in the report as to "not put a nail in the coffin".

Decker expressed appreciation for Yerke's comments and acknowledged the educational component the museum provides, but added it will be a tough defense for more County money going to the museum in the future. Further discussion ensued.

MOTION: Heinrich moved, second by Kolb to accept the report on the financial status of the WCHM as presented and approve the recommendation to continue limiting payment of County grant funds to monthly installments in 2014. Motion carried 5-0.

### **Presentation on Cyber Security**

Biagioli touted Mundt's superior qualifications and experience as the County's infrastructure administrator. Mundt's responsibilities include information security, compliance and certification with HIPAA, PCI and FBI/CJIS, as well as with other applicable laws and standards.

Mundt provided a high level overview of cyber security and how it is being addressed in Waukesha County. Topics discussed included cyber security threats, attack surfaces, over-arching principle, definition, compliance requirements, County security practices and cyber liability insurance coverage.

Mundt expounded further on cyber security requirements, including Wisconsin law, payment cards, HIPAA, financial and audit requirements and others. He also covered cyber security/County security practices in more detail, stressing the importance of leadership support. In addition to covering specifics, he stressed that a viable security program is a project that never ends, requiring ongoing vigilance.

The committee lauded the efforts being made and appreciated IT's and Mundt's efforts to keep them updated.

### **Discuss and Consider the Following Appointments:**

Motion: Zimmermann moved, Heinrich second, to approve the following appointments en masse.

- 169-A-004: Pamela Meyer to the Eagle Springs, Pretty Lake, and School Section Lake Management Districts
- 169-A-005: Dick Nawrocki to the Town Hall Library Board of Trustees in Merton/North Lake
- 169-A-006: Kristin Nelson to the Oconomowoc Library Board of Trustees
- 169-A-007: Martha Ryan to the Waukesha Public Library Board of Trustees
- 169-A-008: James R. Vyvyan to the Delafield Public Library Board of Trustees
- 169-A-009: Laurie Probst to the Waukesha Public Library Board of Trustees
- 169-A-010: Donna Hylarides Whalen to the Mukwonago Public Library Board of Trustees
- 169-A-011: Kelly Whittier to the Mukwonago Public Library Board of Trustees
- 169-A-012: Karen Flood to the Big Bend Public Library Board of Trustees
- 169-A-013: Suzanne Ciechanowski to the Mukwonago Public Library Board of Trustees
- 169-A-014: Bob Mitchell to the Delafield Public Library Board of Trustees
- 169-A-015: Lynda Crooke to the Hartland Public Library Board of Trustees
- 169-A-016: Amy Reichert to the Hartland Public Library Board of Trustees

Motion carried 5-0.

### **County Board Committee Reports by Committee Chairs for the Following 2014 Meetings:**

Finance – May 21 & 27 -Heinrich said at the May 21 meeting, the committee approved 13 ordinances, one resolution, two contract procurement processes and a fund transfer along with hearing educational presentations on first quarter investments and the bond issuance. On May 27, the committee approved Ordinance 169-O-021.

Land Use – May 20 -Kolb said the committee elected Pauline Jaske vice chair and Jennifer Grant secretary of the committee and appointed Keith Hammitt to be a representative to the Southeast Area Land and Water Conservation Association Board of Directors. The group learned about the duties and responsibilities of the committee, department of land use and planning and zoning division, and approved eight ordinances and one resolution.

Human Resources – May 20 -Zimmermann said the committee elected Michael Crowley vice chair and Jennifer Grant secretary of the committee and had educational presentations on the committee's duties, county clerk's office and human resources division. The committee also approved an ordinance.

Judiciary and Law Enforcement – May 23-Spaeth said the committee elected Kathleen Cummings vice chair and Jim Batzko secretary and learned about the duties of the committee, circuit court services and the 2013 annual jury report. The committee also approved five ordinances.

Public Works – June 12-Mader said the committee approved two bids and an ordinance, went into closed session to discuss strategy for sale of excess right-of-way on Janesville Road, had a presentation on Waukesha County parking authority and practices and an update on the 2014 Wisconsin Highway Association Summer Road School.

HHS – June 12-Yerke said at the meeting, the committee accepted the 2013 annual report of the veterans service office, approved a resolution and had presentations on Middle East respiratory syndrome (MERS), community health improvement plan activities, public health division, Addiction Resource Council outreach programs and residential care services for juveniles.

MOTION: Heinrich moved, second by Zimmerman, to adjourn the meeting at 10:00 a.m. Motion carried 5-0.

Peter Wolff  
Committee Secretary